

**POSITION DESCRIPTION  
CITY OF LACONIA**

**CLASS TITLE:** BUILDINGS AND GROUNDS MAINTENANCE  
**DEPARTMENT:** PARKS AND RECREATION  
**DIVISION:**  
**BARGAINING UNIT:** SEA  
**GRADE/SALARY:** 8  
**DATE OF REVISION:** SEPTEMBER 2013

**JOB SUMMARY:**

Performs a variety of duties related to building and grounds maintenance in support of City of Laconia facilities.

**SUPERVISION RECEIVED:**

Work is assigned, inspected and approved by the Parks and Recreation Foreman, or their designee.

**SUPERVISION EXERCISED:**

Directs the work of temporary/seasonal employees as assigned.

**EXAMPLES OF ESSENTIAL DUTIES AND TASKS:**

(The listed examples may not include all duties found in this class).

1. Performs a variety of landscape maintenance work including plant installations and maintenance, mowing, trimming, mulching, watering, fertilization, irrigation, pesticide application, edging, blowing and cleaning sidewalks, winter snow shoveling, plowing and ice removal, trimming trees and shrubs, pulling weeds and picking up litter.
2. Performs minor building maintenance work including carpentry, electrical, plumbing and painting as needed.
3. Assists more experienced staff with trades work (carpentry, electrical, plumbing and painting).
4. Maintains and repairs electrical systems. Tasks may include installation, repair and replacement of ballasts, light fixtures, motors, fans switches, lights and related items.
5. Maintains and repairs plumbing systems. Tasks may include installation, repair and replacement of plumbing fixtures including sinks, toilets, pipe systems and general devices found in plumbing systems.

6. Participates in a wide variety of seasonal and special event preparation and clean up; preparation and closing of seasonal beach facilities; cleans and maintains beach access ways, boardwalks, bathrooms and other beach related duties; storm clean up and repairs; winter ice rink installation and maintenance; sledding hill maintenance.
7. Performs routine maintenance of grounds equipment including cleaning, greasing, sharpening, and winterizing.
8. Assists in facility inspections and note possible safety hazards to ensure the safety of the public and facility users.
9. May serve as a lead worker in the absence of the supervisor.

#### **KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:**

1. Considerable knowledge of the methods, tools and equipment utilized in grounds and facility maintenance and repair.
2. Considerable knowledge of the work hazards and applicable safety standards associated with grounds and facility maintenance and repair.
3. Knowledge of horticultural installations and maintenance.
4. Skill in the operation of equipment and tools common to grounds and facility maintenance and repair.
5. Must have working knowledge of wood working techniques and basic shop mathematics.
6. Ability to use chemicals and pesticides properly and in accordance with established rules and regulations.
7. Ability to understand and follow oral and/or written instructions and to perform routine and/or repetitive work without direct supervision.
8. Ability to perform strenuous physical labor under adverse weather and/or working conditions.
9. Ability to establish and maintain effective working relationships with other employees and subordinates.

## PHYSICAL REQUIREMENTS:

Lift up to 10 lbs:	Frequently required.
Lift 11 to 25 lbs:	Frequently required.
Lift 26 to 50 lbs:	Frequently required.
Lift over 50 lbs:	Frequently required.
Carry up to 10 lbs:	Frequently required.
Carry 11 to 25 lbs:	Frequently required.
Carry 26 to 50 lbs:	Frequently required.
Carry over 50 lbs:	Frequently required.
Reach above shoulder height:	Frequently required.
Reach at shoulder height:	Frequently required.
Reach below shoulder height:	Frequently required.
Push/Pull:	Frequently required.
Hand Manipulation: (Grasping, Handling and Fingering)	Frequently required.
Other physical considerations:	
Twisting and bending	Frequently required.
Kneeling and crouching	Frequently required.
Climbing	Frequently required.
Standing and walking	Frequently required.
Equipment Used:	Lawn equipment, tractors, chain saws, hand tools and tools common to grounds and facility maintenance and repair.
Work Surfaces:	Various indoor and outdoor work surfaces.
Environmental:	Frequently required to work outdoors in extreme heat, cold, rain or snow.

**DESIRABLE EDUCATION AND EXPERIENCE:**

1. Graduation for high school and considerable experience in the areas of building, ground and facility maintenance, or an equivalent combination of education and/or experience.
2. Knowledge of grounds keeping equipment and landscaping.

**MINIMUM QUALIFICATIONS:**

1. Possession of a valid motor vehicle operator's license with a satisfactory driving record at time of appointment, to be maintained throughout employment.
2. Must pass a physical examination and drug test (if a CDL driver).

APPROVED:

DATE:

\_\_\_\_\_  
Department Head

\_\_\_\_\_  
Date

APPROVED:

DATE:

\_\_\_\_\_  
Personnel Specialist

\_\_\_\_\_  
Date